



BOOK
ALERT

an *annotated* listing of recently published,
work related reading for City of Tempe employees ...

*If you have request, comments or suggestions, I can be reached at ext. 5511 or by email at Curt_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 153.4
C618H Claxton, Guy
Hare Brain Tortoise Mind: Why Intelligence Increases when You Think Less.
The Ecco Press, 1997. *I'm going to limit my cogitation to two thoughts in the morning.*
- 158.1
E645Y Epstein, Seymour
You're Smarter than You Think: How to Develop Your Practical Intelligence for Success in Living. Simon and Schuster, 1993. *An I - Ku You needn't be a - Member of the Mensa set - To use common sense.*
- 155.264
H333C Hartman, Taylor
Color Your Future: Using the Color Code to Strengthen Your Character.
Scribner, 1999. *I'll do anything to my character that doesn't require antique white.*
- 153.35
V948W Von Oech, Roger
A Whack on the Side of the Head: How You Can Be More Creative.
3rd ed. Warner Books Inc., 1998. *At times I'm quite tempted to see what a concussion would do for me.*

COMMUNICATION

- 658.452
B712B Bone, Diane
The Business of Listening: A Practical Guide to Effective Listening.
Crisp Pub. Inc., 1994. *I thought plugging one ear was a good idea too until I discovered that things went in one ear and out the same ear instead of the other....*
- 808.06665
C524I Chesla, Elisabeth
Improve Your Writing for Work. Learning Express, 1997. *If I can learn to organize my thoughts and ideas like my sock drawer at home, I won't be left with half a*
- 818.5402
O64TS Orben, Robert
2,000 Sure-Fire Jokes for Speakers: The Encyclopedia of One-Liner-Comedy.
Doubleday and Company, 1986. *Knock, Knock - Who's there? - Hope - Hope who? - Hope you don't rely on stupid Knock Knock jokes for your speeches.*
- 428.2
G7458 Staff of the Princeton Review
Princeton Review Grammar Smart: A Guide to Perfect Usage. Random House, 1997. *You'll only be tempted to dangle participles when you've forgotten to put on earrings.*

COMPUTERS

- 004.165
D998P Dyszel, Bill
PalmPilot for Dummies. IDG Books, 1998. *If you find the co-palmpilot experience rewarding but are looking for just a bit more of a challenge.*

- 005.369
OUTLOOK
L584 Leonhard, Woody, Lee Hudspeth and J.J. Lee
Outlook Annoyances. O'Reilly and Assoc., 1998. *Other than not having any interesting E-mail to read.*
- 658.4
B799P Bradford, David I. and Allan R. Cohen.
Power Up: Transforming Organizations Through Shared Leadership. John Wiley and Sons, Inc., 1998. *It's probably best to decentralize your organizational structure and keep pyramid power for preserving your produce.*
- 809.39355
B826F Brower, Robert A.
Fictions of Business, Insights on Management from Great Literature. John Wiley and Sons, Inc., 1998. *In case you were wondering, there is no Cliffs Notes for this.*
- 658.4092
C318S Carrison, Dan and Rod Walsh
Semper Fi: Business Leadership the Marine Corps Way. AMACOM, 1999. *P.S. - if you want to skip boot camp you can start at page 27.*
- 658
D262SH Davis, Lisa
Shortcuts for Smart Managers: Checklists, Worksheets and Action Plans for Managers with No Time to Waste. AMACOM, 1998. *This does not recommend cutting across your neighbor's yard on the way to work - Sorry.*
- 658.313
F182O Falcone, Paul
101 Sample Write-Ups for documenting Employee Performance Problems: A Guide to Progressive Discipline and Termination. AMACOM, 1999. *You have to be careful if you're using "tsk tsk" because it's easy to take that the wrong way.*
- 658.3
P385C Pell, Arthur R.
The Complete Idiot's Guide to Managing People. Alpha Books, 1999. *Just in case you have on of those "boss moments".*

SPECIFIC EMPLOYEE SKILLS

- 361.323
N532 Bayne, Rowan, Ian Hurton and Jenny Bimrose - Editors
New Directions in Counselling. Routledge, 1996. *Just don't believe any idea that's heading south.*
- 658.4052
S529P Shapiro, Ronald M. and Mark A Jankowski
The Power of Nice: How to Negotiate so Everyone Wins - Especially You! John Wiley and Sons, Inc., 1998. *Now you can roll up your sleaze and get to work.*

WORK ENVIRONMENT

- 650.14
B724G Booher, Diana
Get Ahead! Stay Ahead! Learn the 70 Most Important Career Skills, Traits and Attitudes to Stay Employed! Get Promoted! Get a Better Job! McGraw Hill, 1997. *Making good coffee must have been number 71.*
- 658.312
P888O Powers, Dennis M.
The Office Romance: Playing with Fire Without Getting Burned. AMACOM, 1999. *First, find a nice provocative asbestos suit.*